

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 24, 1980

ALL-COUNTY LETTER NO. 80-71

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CHILD PROTECTIVE SERVICES REVIEW (ADMINISTRATIVE QUESTIONNAIRE)

REFERENCE:

During 1981, the Family and Children's Services Branch will conduct two major statewide reviews of children's programs. Both reviews contain information-gathering and compliance/corrective action elements. The first, discussed in detail in this letter, will address the Child Protective Services (CPS) program. This review is scheduled for January and February 1981. After this review has been completed, an Out-of-Home Care for Children (OHC-C) program compliance review will be done. A detailed explanation of the Out-of-Home Care survey will be distributed prior to the review of that program.

The purposes of the CPS review are to:

1. Determine the degree of non-compliance with State regulations. Significant compliance problems will require corrective action.
2. Provide the Department with a better overall description of the program. This will enhance our ability to discuss the program with the Legislature and the general public.
3. Provide the Department with baseline data which, by comparison with similar future studies, will allow us to determine the impact of legal, regulatory and policy changes.

Because counties define "Child Protective Services" in different ways, it was necessary to develop a definition for use in this study which would allow collection of consistent data on a state-wide basis. Only for purposes of this review, Child Protective Services (CPS) is defined as those services which can be claimed against Title XX CPS and related Title IV-A, IV-B and CPS Emergency Response programs. Therefore, for this review CPS includes:

1. All child welfare intake activities except adoptions and intakes specifically for the purpose of direct placement. Emergency response activities and other CPS initial contacts are included even if the initial contact was the only activity.
2. All child welfare services to children living in their own homes whether provided on a voluntary or dependent basis, except those cases served by adoptions staff.
3. All services to children in emergency shelter care except foster children in emergency shelter pending replacement.
4. Services to children in a voluntary placement which is planned to be for no more than 30 days.

This definition of CPS may well include cases that are served by units with titles other than CPS (e.g., dependency units, general services units).

This CPS review will consist of four elements. Each element is described below.

1. Administrative Questionnaire

Each welfare director (or designee) is asked to answer the attached questionnaire concerning agency structure, staffing and policy. Please return the completed questionnaire to the Department by December 15, 1980. See Attachment A.

2. Compliance-Oriented Case Review

This part of the review will examine the principal case elements required by program regulations and will lead to corrective action when the county is not in compliance with basic program regulations. A random sample of active cases will be selected in each county. This sample will not usually be statistically valid, but will provide a good indication of county compliance. Analysis of the data will be done on a flow basis and the county will receive verbal and written summaries of the findings when the review of the county is completed. Each county will receive a subsequent written report comparing findings from that county with the statewide findings. This report will also indicate which findings require county corrective action. A copy of the case review schedule is attached. See Attachment B.

3. Services Characteristics Review

This will be a statewide review of a random sample of closed CPS cases. Closed cases will be used since the Characteristics Review will examine services provided, frequency of contact with cases and total length of service. The review document will be completed by the social worker who was servicing the case at the time services were terminated.

This review will provide baseline data allowing comparison with services in future years. The Department of Social Services Statistical Services Branch will collect the necessary data for the Services Characteristics Review. Instructions for completion of this phase will be issued in a separate letter.

4. Intake Decision-Making Survey

There appears to be diversity in practice concerning the acceptance of cases for CPS service and the removal of children from their homes. The Intake Decision-Making Survey will help us understand the nature and degree of this diversity and suggest development of appropriate training and service standards. In this part of the review, social workers will read a series of brief case examples (vignettes) and determine whether they would accept the case for CPS services and, if so, whether they would recommend removal of the child from the home.

Approximately 300 CPS workers, identified by a statewide random sample, will complete the questionnaire. Your Family and Children's Services program management consultant will administer the survey to the selected CPS workers in order to maintain statewide consistency in application. Whenever possible, the survey will be administered to the workers in a group. The survey will require approximately 30 minutes to complete.

All workers will be surveyed in four to six counties in an attempt to determine the impact of county-developed intake criteria. These counties will be selected based on information provided in the administrative questionnaire. Details of these reviews will be discussed with the selected counties.

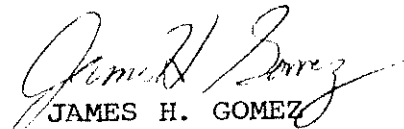
The statewide survey results and our analysis of this data will be distributed to all counties. This data will not be county specific. In addition, if you wish to have data available specific to your county from this phase of the review, special arrangements can be made through your program management consultant. A summary of those findings would be available for your own internal use.

Please return the enclosed administrative questionnaire by
December 15, 1980 to:

Joe Lain
Family and Children's Services
Program Operations Bureau
Department of Social Services
744 P Street, MS 9-104
Sacramento, CA 95814

Your program management consultant will contact you directly to
arrange for the completion of the remaining sections of the review.

For further information, please contact your consultant at
ATSS 485-7653 or (916) 445-7653.



JAMES H. GOMEZ
Deputy Director

attachments

cc: CWDA

ADMINISTRATIVE QUESTIONNAIRE

County: _____ Contact Person: _____
Date: _____ Title: _____
Telephone: _____

Each welfare director (or designee) is asked to complete the following items concerning agency structure, staffing and policy. The completed items will provide DSS with descriptive current data about CWD programs. The data will also assist DSS in the structuring of the remaining elements of the CPS review. Please return the completed questionnaire to Joe Lain, Family and Children's Services Program Operations Bureau, Department of Social Services, 744 P Street, MS 9-104, Sacramento, CA 95814, by December 15, 1980. Please call your Family and Children's Services consultant at (916) 445-7653 (ATSS 485-7653) if you have any questions.

1. Social services in county welfare departments are structured in numerous ways. Which of the following most closely describes the organization of your child welfare services?
 - () a. All social workers provide all (children's and adult) services.
 - () b. Children's and adult services are provided by separate social workers, but the children's workers are not further specialized.
 - c. Children's service social workers are specialized. The basic division of responsibility is:
 - () (1) between children in their own homes and children placed out of home.
 - () (2) between dependent children and children who are served voluntarily.
 - () (3) between children who are dependents or voluntarily placed and children receiving voluntary services in their own homes.
 - () (4) between intake services and ongoing services.
 - () d. Other. Please describe your organization on an attached sheet.
2. Please attach a current table of organization of your child welfare services if one is available.

3. By completing the following chart, describe those staff who spend at least half of their work week providing services which can be claimed against Title XX as Child Protective Services, Title IV-A, Title IV-B, and/or 24-Hour Emergency Response programs:

	<u>Social Workers</u>	<u>First-Line Supervisors</u>
Number of budgeted positions	_____	_____
Number of filled positions as of 12/1/80	_____	_____
Number of filled positions where incumbent has MSW or 2-year Master's recognized by Merit System as equivalent	_____	_____
Number of social work positions filled with Merit System Social Worker I or IIs or their equivalent	_____	_____
Number of vacant CPS positions CWD has authority to fill as of 12/1/80	_____	_____

4. Are there specialized units in your CPS program (e.g., adolescent unit, teenage parents unit, sexual abuse unit, etc.)?

() Yes () No

If yes, please list the types of specialized units:

5. Are any CPS program activities purchased in your county (e.g., counseling, emergency shelter care, homemakers, emergency caretakers, etc.)?

() Yes () No

If yes, please list the types of contracts:

6. Does your county have a written policy defining circumstances when a social worker should recommend that law enforcement remove a child from the home?
☐ Yes ☐ No

If yes, please attach your policy and/or guidelines.

7. Does your county have a written policy/guidelines as to when a case should be accepted or rejected for CPS?

☐ Yes ☐ No

If yes, please attach your policy and/or guidelines.

8. Does your county have a written policy for when a case should be closed?

☐ Yes ☐ No

If yes, please attach your policy.

9. Does your county provide AFDC recipients with substitute payee services?

☐ Yes ☐ No

If yes, where is this function located in the department (e.g., Income Maintenance, CPS, Adult Protective Services, General Services, optional program, etc.)?

If yes, how is this activity funded?

If yes, does it include payment to vendors?

10. Which of the following are counted as active cases on the Child Protective Services quarterly report, Part II. A (SOC 291)? (Check all that apply.)

☐ Children who are dependents placed in foster homes.

☐ Children who are court dependents placed in their own homes.

☐ Children in emergency shelter care.

☐ Children voluntarily placed in foster homes.

☐ Children in families receiving voluntary services in their own homes because the child is endangered by abuse or neglect.

☐ Children who are AFDC recipients receiving day care so that their parents may work.

☐ Other: Specify.

11. List all social workers who time studied 50% or more of their time to Title XX Child Protective Services (line C2), basic or backup CPS Emergency Response services (lines E, O and P), and/or Title IV-A Foster Care (line Q) on the November 1980 "Social Services Worker Time Study" (DFA 46). This list will be used only for drawing the statewide random sample for the Intake Decision Making Survey portion of the CPS review. This list must be completed from the DFA 46. Tables of organization, telephone lists and similar documents must not be used.

The following social workers time studied 50% or more of their total hours to Child Protective Services (line C2), CPS Emergency Response (lines E, O and P), and/or Foster Care Eligibility (line Q) on the "Social Services Worker Time Study" (DFA 46) completed during November 1980:

Social Worker Name

Unit or Office Identifier

This image shows a full page of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

COMPLIANCE REVIEW DOCUMENT

County: _____

Date: ____/____/____

POB Consultant: _____

1. Identifying Data

- a. Social Worker: _____ e. Case does not meet ACL 80-
definition of CPS () discard
- b. Case Name: _____ f. Less than 2 weeks since
initial contact () discard
- c. Case Number: _____
- d. Case represents ____ children g. Are any children in case dependents
living at home? () Yes; () No

2. Referral

- a. Date of Referral: ____/____/____
- b. Date of Initial Contact: ____/____/____

3. Assessment

- a. Date of initial assessment: ____/____/____ () No assessment

4. Reassessment

Complete only if more than 100 days have elapsed since initial assessment.

- a. Date of most recent reassessment (review) which determined whether the
child should continue to receive protective services: ____/____/____
- b. Has it been less than 100 days since this review?
- () (1) Yes
- () (2) No, but the case contains a statement that it be reviewed
every _____ and it is less than that time since the
last or initial review.
- () (3) No, but it is less than 6 months since the last or initial
review.
- () (4) No, and it has been more than 6 months since the last or
initial review.

5. Service Plan

- a. Date of most recent service plan: ____/____/____ () No service plan
- b. Principal case objective: _____
- c. Is the case objective time limited? () Yes; () No

6. Notes: